

WORKING CAPITAL FUND BOARD
MINUTES OF MEETING
April 27, 2000
(1:30-3:30 PM)

Attendees: See attached list.

I Minutes of March 8, 2000 Board Meeting:

Approved without comment

II HR Working Group (Steve Durbin)

The Working Group evaluated proposals for three potential Fund activities:

- 1) CHRIS
- 2) On-Line Training Services
- 3) Health Unit (still under review)

1) CHRIS (Carolyn Collins)

[See Board Briefing Document, "Proposal for CHRIS Business Line"]

- CHRIS operational since September, 1998, - feeds Payroll and is a comprehensive integrated HR system that contains:
 - S Position Description Development
 - S Training Information
 - S Employee Self Service
 - S Recruitment (under development)
- Future Capabilities:
 - S Employee Relations
 - S Health and Safety
 - S Worker's Compensation
- CHRIS is currently funded by CIO with CMIP money for development as well as operations and maintenance. Proposal is to continue funding development through CMIP but finance operations and maintenance through fee-for-service charges to program customers. Also recommend that CHRIS be included with the Payroll Processing business line in FY 2002.
- A Key issue is stability of funding - if the front-end Personnel system doesn't function reliably, the Payroll end-process won't work well either.

Comment: This takes us in a direction we definitely need to go. One issue of concern is how these related capabilities are integrated throughout the Field. For HQ functions, we need to implement requirements this way. Operations and maintenance should definitely be removed from CMIP

Q: If Personnel is an MA function, why shouldn't MA pay for it through a central budget?

A: Programs pay for it now because they maintain a variety of proprietary systems - we need an integrated approach.

Motion: Include CHRIS in the Payroll Business Line, FY 2002. The Board Approved.

2) On-Line Training (Joann Whitman)

[See Briefing Document, "DOE On-Line Learning Center"]

- Topics Include:
 - S Advantages
 - S Implementation Plan
- The pilot program will be offered at no charge to HQ employees throughout FY 2001.

Motion: Approve as a business line pending results of one year of experience and submission of a formal business plan. Approved

III The Chair recognized Jay Hakes as a Charter Member of the WCF Board and noted that he will soon be leaving the Department.

The Chair acknowledged congratulatory comments from Board Members.

Motion: That the Board offer it's commendation for distinguished service to Mr. Hakes. Approval was unanimous.

IV Administrative Services Working Group (Laurie Smith)

- The process review of the Supplies Business Line is ongoing. The working group has expanded its evaluation to include reengineering type activities such as downsizing contractor support and redefining process activities.
- Shuttle Bus issue is being developed. The group is waiting for the results of a study of other federal agencies in the Washington D.C. Metropolitan area.
- Library still under review.

- Printing: Propose implementation of a Web-based system with pricing for service based upon number of customer connections. Each program organization will have one free connection to the system. Additional connections will be charged on a graduated scale according to the number of users.

Motion: Adopt pricing policy as proposed by the Working Group. Approved

V FACA Working Group (Howard Borgstrom)

- Proposal to remove EIS from the WCF as of FY 2001. Currently have 207 users, but system is still under development and is not fully marketable to consumers in its current format. Approved
- Recommended that balance of FACA initiatives be deferred, pending results of IM proposals with respect to “color of money” issue. Approved

VI IM Working Group (Patrick Hargett)

[See Board Briefing Documents]

- Presentation of Benchmark results regarding IT Services in other Federal Agencies.
- Issues to be discussed with House Committees:
 - S Color of Money
 - S Annual Funds
 - S Federal Salaries and Travel
- Approach for the next ECIM Meeting:
 - S Analyze funding amounts
 - S Develop Preliminary Business Plans
 - S Outline possible briefing strategies
- Schedule: Plan to speak with OMB in May; Congressional staff in June.
- Funding is being increased in FY 2001 for Corporate Network only. For FY 2002, the net increase to customers is about \$10M, over and above the amount now being paid by either customers or CIO.
- Considerable Board discussion included the following points:
 - S Don’t favor a monopoly approach to IT Services
 - S The proposed governance structure seems to undermine the WCF Board oversight role
 - S

- S The mandatory allocation methods indicated appear to be at variance with guiding WCF Principles

VII Report of Business Results - Mid Year (Board Secretary)

[See Board Briefing documents “FY 2000 Mid-Year Report: Summary” and “WCF Cost Structure Analysis”]

Motion: To adopt report as written. Approved

Meeting Attendees

BOARD:

MA David Klaus/Tom Tamura
GC Ralph Goldenberg
CR Jean Morgan
DP Roger Lewis
NN Tom Ryder
EM Barry Clark
EIA Steve Durbin
EE [Not Represented]

SC John R. Clark
EH Leslie Gasperow
IN [Not Represented]
NE Lang Soo-Hoo
PO [Not Represented]
FE Brent Sheets
Secretary- Howard Borgstrom

ATTENDEES:

Mike Orosz - SO
Sandy Chase - SO
Patrick Hargett-SO
Roger Seifert - BPA
George Tengan - CR
Joanne Luczak - CR
Kristine Draude - CR
Jim Schanck - CR
Richard Loyd - CR
Gail Stern - FE
Barry Schrum - IG
Laura Brown - PA

MA:

Carolyn Collins
Pete Richards
Fran Feiner
Steve Perin
Marcia Morris
Pete Grahm
Joann Whitman
Virginia Bitler
Tim Dirks
Roscoe Harris
Louie D'Angelo
Brian Costlow
Laurie Smith
Linda Sye
Doug Bielan
Ingrid Robinson
Don Frizzell
John Harrison
Margaret O'Brien
Willie Ingram